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Security Information

Chief, Fiscal Division

**CONFIDENTIAL**

23 November 1953

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Acting Comptroller

Changes in Procedure of Preparing Allotment Ledgers for  
Vouchered Funds

1. To further assist the allottees of vouchered funds in the maintenance of appropriate allotment controls, the following changes in procedure were agreed to as the result of a recent discussion by a member of the Technical Accounting Staff with your office.

- a. Allotment ledgers will be prepared in duplicate for all allottees.
- b. The duplicate copies of the allotment ledgers will be forwarded to the allottee at the time each page is completed and the pages that are partially completed at the close of each monthly accounting period will be forwarded to the allottee at that time.
- c. This procedure will become effective at the beginning of the next accounting period.

2. While it was originally contemplated that the Fiscal Division would prepare and distribute copies of allotment ledgers only to allottees requesting them, the preparation and distribution of copies of the ledgers for all allottees is authorized since this will provide useful information concerning the status of allotments to the respective allottees and the adoption of a uniform procedure in the Fiscal Division may prove more efficient than an operation involving separate treatment for specific allotments.

3. The Fiscal Division should attach to the first copies of allotment ledgers transmitted to each allottee an explanatory memorandum to indicate the change in procedure as it affects the allottee and the function which the copies of the allotment ledgers may serve for them in effecting reconciliation of their allotment control records with the accounting records of the Fiscal Division.

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4. The procedure outlined in 1, above, may be of a temporary nature pending a survey of present allotment accounting methods and practices in use by the Accounts Branch, Fiscal Division.

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TAS/HEJ:gmk (13 November 1953)  
Rewritten FWG/gmk 17 November 1953

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